

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

INTERNAL/EXTERNAL POSTING

FEBRUARY 13, 2007

5 PAGES

Title:	Psychiatric Aide Trainee	Position No.:	95107
Division:	Disability Services	Pay Grade:	8
Location:	Montana Developmental Center Boulder, MT	Union:	AFSCME
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	\$8.713 hourly	Supplement:	No

APPLICATION DEADLINE: The Montana Developmental Center maintains open recruitment for Psychiatric Aide Trainee applications. Applications for these positions are considered current for one year. Position will remain open until filled. A hiring decision will be made each month until positions are filled. Applications may be returned to the Montana Developmental Center, Personnel Office, P.O. Box 87, Boulder, MT 59632, faxed to 406-225-4414 or e-mailed to Cbirtcher@mt.gov.

SPECIAL INFORMATION: Days off and shift hours: To be assigned.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

This position is a training assignment. Persons hired will be assigned to current vacant positions after receiving two weeks of preservice training. This assignment is ordinarily maintained until the employee successfully bids on an internal vacancy in accordance with the applicable labor contract and consistent with facility practice. Upon successful completion of one year of experience and successful completion of additional required training, employees will advance to Psychiatric Aide, Grade 9 currently compensated at \$9.481 hourly.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Dave Dreher, Personnel Officer at (406) 225-4484. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

ESSENTIAL JOB FUNCTIONS:

Under the supervision of the Shift Manager and in consultation with appropriate professionals involved in the development and initiation of the Treatment Plan, provides direct monitoring, habilitation/training, treatment, support, guidance, counseling, rehabilitation techniques, therapeutic care, management and supervision to clients in meeting the requirements of the Individual Treatment Plan in accordance with established policies, procedures and guidelines. Incumbents may be required to perform duties in either the Intermediate Care Facility for the Mentally Retarded (ICF-MR) or the Intermediate Care Facility for the Developmentally Disabled (ICF-DD) area of the Montana Developmental Center.

- A. Supervises and supports clients in the daily implementation of the Individual Treatment Plan using knowledge of developmental, psychological, social sexual, and adult learning disabilities and using skills in implementing written and oral training/treatment programming/procedures.

ESSENTIAL JOB FUNCTIONS: - continued

1. Trains clients in a variety of self-help, social, vocational, functional living skills including but not limited to eating, toilet training, dressing, bathing, grooming, communication, leisure time/recreation, bed making, housekeeping, clothing care, cooking, and money management.
 2. Monitors and maintains awareness of the location of clients under his/her responsibility.
 3. Monitors/coordinates daily routines of clients (i.e., phone calls, showers, meals, etc.).
 4. Encourages clients to follow established schedules.
 5. Observes and documents client's behavior to facilitate progress of treatment goals/objectives.
 6. Observes and documents group and individual interactions and dynamics behavior.
 7. Verbally reports relevant information to immediate supervisor.
 8. Selects and implements appropriate intervention(s) to allow positive learning experience for clients.
 9. Maintains safety and security of the facility for clients and staff.
 10. Observes and documents client interaction with others noting progress, regression or need for training.
 11. Informs clients of rights and grievance procedure.
 12. Maintains and protects client's rights.
 13. Communicates with clients in order to teach/encourage social skills, daily living skills, leisure skills, socialization, communication, vocational skills, boundary classes, money management classes, nutrition classes, cooking classes, active and passive range of motion skills, and ambulating skills using knowledge of established facility procedures, encourage clients to express feelings and emotions by talking with and listening to clients.
 14. Encourages/assists clients to participate in treatment plans.
 15. Assists in identifying alternatives to aggressive behaviors, barriers in emotional or environmental setbacks, and problem solving to achieve independence in life choices.
 16. Participates in unit meetings to discuss issues of treatment plans, schedules, unit or campus safety policies/procedures (etc.), unit activities, and plan outings.
 17. Provides input and helps to develop treatment plan.
 18. Supervises clients on and off grounds as mandated by policy or treatment plan.
 19. Escorts by walking, or transports by vehicle, clients to and from such places as job sites, e.g., Town Pump, Dairy Queen, recycling collection for appointments, special events, and provide supervision during activities using knowledge of policy, procedure, and individual needs.
 20. Intervenes in crisis situations and responds to emergencies and harmful behaviors, using knowledge of Stress Reduction Area and restraint procedures and documents unauthorized action on proper documentation.
 21. Attends treatment meetings to exchange information and make recommendation regarding client treatment program based on observation and imitate knowledge of the individual.
 22. Responds and assists law enforcement agencies when clients elope; physically intervening when clients are endangering themselves or others, and transports clients that have created a disturbance to a more appropriate area by using MANDT procedures taught at MDC. Physically removes any objects from a client that may be dangerous if used toward another person in the effort to maintain protection from harm.
 23. Gives information to other staff by communication with a 2-way radio or telephone on movement of clients to different locations on grounds to ensure clients' whereabouts are known at all times.
 24. Helps TPS's complete client assessments and evaluations.
 25. Provides training in exercise activities, occupational and physical therapy treatments as appropriate and after receiving training.
 26. Must have working knowledge and ability to deal with a variety of clients ranging from severely disabled clients needing total care to very high functioning with assaultive and predatory behaviors.
- B. Safely manages and monitors client behavior using knowledge of developmental, psychological, social sexual, and dual diagnosed disabilities, reports and documents nursing care and assistance with activities of daily living in accordance with established policies, procedures and guidelines.
1. Builds positive client relationships by appropriately interacting. Participates as an adult role model.

ESSENTIAL JOB FUNCTIONS: - continued

2. Participates in team process by providing input and carrying out strategy of individual treatment plans, as required.
 3. Uses established techniques when intervention is necessary and within guideline(s).
 4. Instructs clients with issues resolution.
 5. Assists with admissions, discharges
 - obtain and record vitals (height, weight, etc.)
 - inventory personal property
 - orient clients to new environment
 6. Maintains a safe, clean and comfortable environment in living areas by either assisting residents, other client workers, or directly cleaning and making up units, (i.e., interior decorating, stencils, drapes, etc.) to include utility rooms and dining rooms.
 7. Records and reports client's status in such areas as appetites, food preferences, eating habits, vital signs (height, weight, temp., etc.) on established reporting forms such as progress notes.
 8. Assists medical staff in treatments and medication distribution (i.e., monitoring of clients, ensure correct client is present, monitoring and ensuring client takes medication and that there are no visible side effects afterward, monitoring and ensuring the application of treatment creams and lotions).
 9. Completes and reports emergency care
 - cardiopulmonary resuscitation
 - as requested, Stress Reduction Areas and restraint holds
 - account for sharp objects and keys
 - search for dangerous items
 - report incidents
 10. Monitors routine activities, monitors excess food or liquid intake, monitors elimination habits, and sleep habits.
 11. Uses Arjo tubs and Arjo lifts.
 12. Applies orthopedic devices as needed as directed by OT/PT.
 13. Immediately reports any knowledge of client abuse/neglect/mistreatment to immediate supervisor.
- C. Implements program activities using knowledge of developmental, psychological, social/sexual, dual diagnosed adult care, and treatment/training special considerations.
1. Follows residential and facility program schedule(s) or adjust as necessary to meet clients' needs.
 2. Implements treatment/training and behavioral programs as per written instructions.
 3. Participates in discussion with clients/staff to clarify rules, procedures, issues and schedule of activities.
 4. Instructs classroom activities.
 5. Provides and/or assists in recreational activities in coordination with and with the support of recreation staff.
 6. Special considerations
 - a. Housekeeping
 - b. Infection prevention/biohazards materials
 - c. File reports/documentation
 - d. Continuing education inservices
 - e. Safe operating procedures
 - f. Respect and dignity of client and staff
 - g. Policy compliance
 - h. Confidentiality of client and staff
- D. Uses established or agreed upon communication system to provide treatment/training, support, and care for clients, and to communicate with supervisors and peers in writing or orally using ability to follow oral and written instructions including client treatment programs and facility policies and procedures.
1. Utilizes log book daily by reading previous entries and entering pertinent data to reflect client issues on treatment goals and objectives, maintenance concerns, security problems, notable occurrences in residence, etc.
 2. Discusses shift activities and issues with other staff and clients.
 3. Prepares reports on clients as required, reflecting progress on goals and objectives, as well as pertinent observations, behaviors and issues, as they occur.
 4. Reviews client's records/reports as made available to maintain awareness of treatment goals, objectives and strategies.

ESSENTIAL JOB FUNCTIONS: - continued

5. Relays both verbally and in writing pertinent information to a variety of employees, i.e., supervisors, medical, OT/PT, Recreation, Nutritional Services, QMRP, Psychology Department.
 6. Reviews memos, status reports, and agency documents when issued.
 7. Completes required documentation (i.e., program data, file entries, etc.).
 8. Counts client population and record counts by log entries at the beginning of every shift.
- E. Maintains the environment following oral and written instructions, including clients' treatment programs, and facility policies and procedures using skills in implementing written and oral training/treatment programming and procedures.
1. Completes checks according to residential and facility policy and procedures.
 2. Assists in room inspections and searches according to residence and facility policy procedures.
 3. Completes work orders and requests to facilitate maintenance and repair of the facility, as needed.
 4. Supervises and coordinates clients to accomplish required cleaning details.
 5. Monitors to ensure the proper laundering of clothing and bedding according to facility rules and policies.
- F. Within the limits of training and abilities, acts to protect facility clients from immediate harm in any observed or known perilous situation where the potential for injury or death is clear.
- G. Ensures the work environment is safe and well maintained to prevent needless injury, time loss, and expense.
- H. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- I. Cooperates with other staff and demonstrates respect for other employees, contributing to a positive and efficient work environment.
- J. Complies with HIPAA guidelines for Level 3 - information is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

One year experience working with persons with developmental disabilities and successful completion of Psychiatric Aide training requirements.

SKILLS: Expresses oneself effectively orally and in writing. Skill in the use of facility equipment such as self-help aids, OT/PT equipment, and household appliances, skill in implementing written and oral training/treatment procedures.

ABILITIES: Must have the ability to:

- 1) perform critical physical demands of job as outlined in Working Conditions Physical Demands.
 - Must demonstrate the ability to lift 75 pounds.
 - Lift up to 50 pounds frequently/75 pounds occasionally.
 - Carry up to 50 pounds frequently/75 pounds occasionally.
 - Exert a push/pull force of up to 50 pounds.
 - Remain on feet for extended periods of time.
 - Risk of serious bodily harm.
- 2) gain the confidence of the clients.
- 3) train and provide treatment/training, support, and care for clients.
- 4) follow oral and written instructions including client treatment programs facility policies and procedures.
- 5) work cooperatively and effectively with others.
- 6) lift adults using approved mechanical devices and/or techniques.
- 7) read and comprehend written material in order to implement training activities according to written program guidelines.

EDUCATION AND EXPERIENCE REQUIRED:

The work requires knowledge of a body of standardized facility rules, regulations, procedures and equipment as well as the ability to apply them to the complex procedural assignments of observing clients for behavioral or health problems, training clients in life skills, supervising clients for compliance with the rules, searching and transporting clients and responding to emergencies at the facility. Also required is the ability to communicate effectively with clients of all developmental levels. Must be able to react and respond promptly, calmly, and appropriately to a variety of challenging behaviors including assault, combativeness, argument, and threat without letting one's own emotions

interfere with client rights and the duty to protect from harm.

EDUCATION AND EXPERIENCE REQUIRED: - continued

The above knowledge, skills and abilities are typically acquired through high school graduation or GED, and one year of experience working with DD persons and completion of Psychiatric Aide pre-service but must be maintained through required yearly inservices of CPR course, Advanced Mandt Training, Proper Lifting, Bloodborne Pathogens, Hazardous Materials and others.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

COMPENSATION:

This position is classified at a grade 8 on the state's general pay plan. Full time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicant's qualifications may include an evaluation of the Montana State Application Form; a structured interview; a performance test, and reference and criminal background checks. Application materials required are as noted below:

1. Applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632 or to Local Job Service Office. (PD-25. Rev. 05/03)
2. Any relevant college transcripts.
3. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.